UNITED
NATIONS

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Secretariat

ST/IC/1990/56
3 August 1990

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The Programme begins its twentieth year in September 1990 with very limited subsidies. It continues to be conducted under the auspices of an independent Board of Trustees. A qualified staff member supervises games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The fall semester will run from Monday to Friday beginning on Monday, 10 September 1990 from 3.15 p.m. to 6.15 p.m. in the DC2 Building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 Building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents with net joint incomes of $28,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee for each semester, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration. Depending on demand, further criteria may be established by the Board of Trustees.

4. Interested parents are asked to complete the application form on the reverse side and return it by 28 August 1990 to room DC2-839.

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* Personnel Manual index No. 13000.

best copy available

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 38730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Fall semester _____(year)

Renewal [ ]

New application [ ]

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While ASRSP, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents with net joint incomes of $28,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration.

How many persons does your family salary provide for? _____

Is your net family income* above $28,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances (minus United Nations staff assessment and United Nations pension contribution).

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/57
6 August 1990

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE: "CRIME PREVENTION" STAMPS AND SOUVENIR CARD

1. The United Nations Postal Administration (UNPA) will issue the fifth set of commemorative stamps for 1990 on THURSDAY, 13 September. The set of six stamps is in recognition of the United Nations programme on crime prevention. The stamps were designed in a folkloric style by Josef Ryzec of the Czech and Slovak Federal Republic, and each stamp represents one of the important topics on the agenda of the Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders being held this year from 27 August to 7 September at Havana, Cuba. The stamps are printed in photogravure by Heraclio Fournier, S.A. Spain.

Denominations and quantities:	25 cents	800 000
	36 cents	700 000
	F.s. 0,50	700 000
	F.s. 2,00	700 000
	S 6	900 000
	S 8	900 000

Size: 26 mm x 36 mm

Perforation: 13 3/4

(United States equivalents - F.s. 0,50: 39 cents; F.s. 2,00: $1.56; S 6: 55 cents; S 8: 75 cents - subject to exchange rate fluctuation.)

2. These commemorative stamps are issued in sheets of 50 stamps.

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY.

4. The thirty-eighth in a series of souvenir cards will also be released on 13 September 1990 to coincide with the "Crime Prevention" issue.

Designer: Rocco J. Callari, United States of America

Printer: Heraclio Fournier, S.A. Spain

Reproduction: Photogravure

Quantity: 100 000

5. Members of delegations and the staff may obtain the new stamps and first day cancellations on THURSDAY, 13 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

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UNITED
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Secretariat

ST/IC/1990/58
9 August 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1990

1. The observance of Staff Day on Friday, 7 September, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff a chance, before the work of the General Assembly, not only to relax and have fun but also to reaffirm the esteem we hold for each other and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff participate together in the events that have been planned, and it is hoped that staff at all levels will join in the spirit of this endeavour. Supervisors are expected to co-operate fully in releasing staff and are encouraged to participate themselves. In offices where the exigencies of service require some staff to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

2. The following is a general schedule of events. A complete Staff Day Programme giving full details will be issued by the Staff Union.

3. The official opening ceremony will take place at 9.30 a.m. at the fountain in front of the Secretariat Building. An honour guard from the Security Service will lead a flag-raising ceremony, and representatives of the Administration will join the Staff Committee President in making opening remarks.

4. At 10.30 a.m. in the General Assembly Hall, Mr. Martti Ahtisaari, Under-Secretary-General for Administration and Management, on behalf of the Secretary-General, and the President of the Staff Committee will address the staff.

5. Some of the other activities tentatively planned for the day are as follows:

(a) Presentation of a movie;

(b) Staff Day Talent Show;

(c) An international fashion show.

6. The Staff Day Ball begins at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times.

8. Staff members will be admitted to the Staff Day Ball upon presentation of an invitation ticket and their grounds pass. Guests of staff members will be admitted only if they are in possession of a guest ticket and are accompanied by a staff member. Security arrangements make it necessary that these requirements be observed strictly, so staff are asked to plan ahead in order to avoid disappointment.

9. Admission tickets to the Staff Day Ball are free of charge to staff members, and may be obtained upon presentation of their grounds pass between 12 noon and 2 p.m. daily until 7 September in the Secretariat Lounge. To accommodate those who work at night, tickets will also be available at the same location between 8.30 and 9.30 a.m. from 4 to 7 September. Guest tickets will be priced at $10 and can be purchased at the same times and locations. Please note that tickets for staff members or their guests will not be available at any time after 2 p.m. on Staff Day and are not sold at the entrance to the Ball.

10. Liquor, wine, beer, juices and soft drinks will be available at bars in dancing areas from 7 p.m. to 12.30 a.m. Prices will be as follows: hard liquor, wine and beer: $3.00; juices and soft drinks: $2.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until 12 midnight on Staff Day; after that time no refunds will be made under any circumstances.

11. Staff members, including those without parking authorizations, will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis at the regular daily rate of $2.50 upon presentation of a grounds pass at the northern entrance at 48th Street and East River Drive. Guests may also park in the garage, if they are accompanied by a staff member in possession of his or her grounds pass.

UNITED NATIONS

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Secretariat

ST/IC/1990/59
21 August 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR ARABIC TRANSLATORS/PRECIS-WRITERS

1. A competitive examination for the recruitment of Arabic translators/précis-writers will be held on 9 and 10 January 1991 in the Arabic-speaking countries and at New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic translators/précis-writers will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Arabic Service, Translation Division, Department of Conference Services of the United Nations Secretariat in New York. They may be assigned initially to other duty stations in Africa, Asia and Europe. Assignments are subject to rotation and translators/précis-writers will thereafter be called upon to serve at other duty stations in Africa, Asia and Europe, according to the needs of the Organization. Translators/précis-writers are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of English. They must also have an excellent knowledge of French, Russian or Spanish. Knowledge of Chinese and of additional, non-official, languages and previous translation experience would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the principal language of instruction. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Translation into Arabic of a general text in English (three hours);

II. Summary in Arabic of a speech in English (two hours);

III. Translation into Arabic of TWO English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours);

IV. Translation into Arabic of TWO texts to be chosen by the candidate from a total of eight texts: four general and four specialized texts in Chinese, French, Russian and Spanish (two hours). The candidate may chose to translate two texts from the same language.

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The interview will consist in part of an oral translation, which the candidate will be asked to do after 30 minutes' preparation. In addition, the Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as Arabic translators/précis-writers for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their translation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. Arabic translators/précis-writers are called upon to translate into Arabic mainly from English and also from the other official languages of the United Nations (Chinese, French, Russian and Spanish). They are also required to attend meetings of United Nations bodies and draft Arabic summary records of the proceedings. These précis-writing duties may represent a substantial and important part of the work of Arabic translators/précis-writers.

13. Upon completion of a training period, translators/précis-writers may be required to work on word-processing or similar data-entry equipment for translation and terminological purposes.

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14. Staff members at Headquarters applying for the examination should complete the attached form and submit it, NOT LATER THAN 1 November 1990, to:

Competitive Examination for Arabic Translators/Précis-writers
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, N.Y. 10017

15. Staff members at Headquarters may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 1 November 1990, the deadline for receipt of applications in the Recruitment and Placement Division.

17. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for Arabic Translators/Précis-writers
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1991 COMPETITIVE EXAMINATION FOR ARABIC TRANSLATORS/PRECIS-WRITERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)_____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1990/59 and I understand that, if I am successful in the competitive examination for Arabic translators/précis-writers and recommended for inclusion in the roster, my assignment as an Arabic translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1990/59.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
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Secretariat

ST/IC/1990/60
22 August 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE GENERAL ASSEMBLY AND CONFERENCE BUILDINGS ON 25 AND 26 AUGUST 1990

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical system covering the General Assembly and Conference Buildings commencing at 6.30 p.m. on Saturday, 25 August 1990, until 9 p.m. on Sunday, 26 August 1990. As a result, there will be no air conditioning throughout the entire complex. In addition, electrical services in the following areas will also be affected:

(a) The south half of the General Assembly Building (all levels) will be without power and lighting;

(b) The south half of the Garage (all levels) will be without power and lighting;

(c) All other buildings not mentioned above, although without air conditioning, will have elevator service, power and lighting.

2. As a result of these circumstances, the buildings will be closed to the public and there will be no guided tours during this period. The shutdown is necessary to effect the work required on the short circuit protection programme of the United Nations.

3. Staff members in the General Assembly and Conference Buildings are requested to ensure, before leaving the office on Friday, 24 August 1990, that all computers, word processors, mini-computers, photocopiers and any other electrical equipment are unplugged. FAILURE TO DO SO MAY RESULT IN DAMAGE TO THE EQUIPMENT.

4. Additional information concerning the electrical power shutdown may be obtained from the Buildings Management Service, ext. 3.6176.

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UNITED NATIONS

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Secretariat

ST/IC/1990/61
23 August 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters
Members of Permanent Missions to the United Nations

From: The Assistant Secretary-General for General Services

Subject: 1989 UNITED NATIONS PEACE MEDAL AND 1989 COMMEMORATIVE MEDALS

1. The nineteenth in the series of annual United Nations Peace Medals will be available in September 1990.

2. The face of the medal bears an inspiring design portraying a likeness of a child amidst spirals and leaves signifying time, life and growth, conveying the United Nations never-ending quest to create a more peaceful and abundant world for the children of tomorrow. The reverse of the medal bears the official seal of the United Nations with the word "Peace" in the six official languages of the United Nations - Arabic, Chinese, English, French, Russian and Spanish.

3. The medals, size 40 mm, will be struck as first edition proofs in 18-carat gold and in sterling silver, individually hallmarked in a limited quantity. The following styles will be available:

18 K gold on stand
18 K gold pendant
Sterling silver on stand

4. The regular edition of this Peace Medal will also be available in the following styles:

Sterling silver on stand
Sterling silver pendant
Bronze on card
Bronze pendant

Medallic commemorative first-day covers

5. The following six themes are the subject of the 1989 Commemorative Medals:

WORLD BANK
NOBEL PEACE PRIZE 1988
WORLD WEATHER WATCH
UNITED NATIONS OFFICE AT VIENNA - 10TH ANNIVERSARY
1989 FLAGS SERIES
HUMAN RIGHTS

6. These medals will be available in sterling silver proof and as a regular edition. The sterling silver proof medals, size 40 mm, will be enclosed in specially designed covers and will be sold only as a set, accompanied by a special album to accommodate them. They will bear the corresponding United Nations commemorative stamp cancelled on the first day of issue of the particular stamp issue. The regular edition commemorative medals may be purchased individually.

Sales arrangements

7. Members of delegations, Headquarters staff, consultants, volunteers and interns who present proper identification will be entitled to a 20 per cent discount on all medals. Those wishing to order these medals are requested to complete the following order forms:

Peace Medal - First edition proofs and regular edition ..... Form A

Medallic first-day covers ..... Form B

Commemorative medals - regular edition ..... Form C

8. Order forms should be submitted with the appropriate remittance to the Medals Unit, United Nations Postal Administration, room DC2-619, NO LATER THAN 28 SEPTEMBER 1990. Cheques should be made payable to "The United Nations". ALL SALES ARE FINAL.

9. Separate instructions have been issued to overseas offices concerning procedures for ordering medals.

FORM A

1989 UNITED NATIONS PEACE MEDAL

(For use by Headquarters staff and members of Permanent Missions)

To: Medals Unit, United Nations Postal Administration
Room DC2-619

From: _____ (Please print full name)
Mission/Department/Section/Unit:_____
Room No. _____ Tel. ext. _____ Address of Mission:_____
Duty station:_____

I wish to place my order for the 1989 Peace Medal(s) indicated below and enclose herewith my remittance in the appropriate amount:

Quantity		Special discount price $	Amount
	Proof edition		
_____	18 K gold on stand	1 048.00	$_____
_____	18 K gold pendant	792.00	$_____
_____	Silver on stand	48.00	$_____
	Regular edition		
_____	Silver on stand	43.00	$_____
_____	Silver pendant	50.00	$_____
_____	Bronze on card	7.00	$_____
_____	Bronze pendant	14.40	$_____
	T O T A L		$_____

Orders must reach the Medals Unit, United Nations Postal Administration, NO LATER THAN 28 SEPTEMBER 1990.

Please make cheques or money orders payable to "The United Nations". ALL PAYMENTS MUST BE IN UNITED STATES DOLLARS.

Please do not send cash through the messenger service.

MEDALS UNIT - UNITED NATIONS POSTAL ADMINISTRATION

Received from:_____ By:_____
Quantity of medals ordered:_____ (UNPA representative)
Total amount paid:_____
Date of order:_____

Headquarters staff, please note: This receipt must be presented when taking possession of your 1989 United Nations Peace Medal orders.

/...

FORM B

1989 UNITED NATIONS MEDALLIC FIRST-DAY COVERS

(For use by Headquarters staff and members of Permanent Missions)

To: Medals Unit, United Nations Postal Administration
Room DC2-619

From: _____ (Please print full name)
Mission/Department/Section/Unit:_____
Room No. _____ Tel. ext. _____ Address of Mission:_____
Duty station:_____

I wish to order the medallic first-day cover sets indicated below and enclose herewith my remittance in the appropriate amount:

Quantity		Special discount price	Total
_____	Medallic FDC: set(s) of six issues and album	$200.00	$_____

Please indicate whether or not personalization is required.

Orders must reach the Medals Unit, United Nations Postal Administration, NO LATER THAN 28 SEPTEMBER 1990.

Please make cheques or money orders payable to "The United Nations" in the amount shown above. ALL PAYMENTS MUST BE IN UNITED STATES DOLLARS.

Please do not send cash through the messenger service.

MEDALS UNIT - UNITED NATIONS POSTAL ADMINISTRATION

Received from:_____ By:_____
Quantity of medal sets ordered:_____ (UNPA representative)
Total amount paid:_____
Date of order:_____

Headquarters staff, please note: This receipt must be presented when taking possession of your 1989 United Nations Peace Medal orders.

/...

FORM C

1989 COMMEMORATIVE MEDALS

Regular edition

(For use by Headquarters staff and members of Permanent Missions)

To: Medals Unit, United Nations Postal Administration
Room DC2-619

From: _____ (Please print full name)
Mission/Department/Section/Unit:_____
Room No. _____ Tel. ext. _____ Address of Mission:_____
Duty station:_____

I wish to place my order for the 1989 Commemorative Medal(s) indicated below and enclose herewith my remittance in the appropriate amount:

	Quantity	Medal issues	Special discount price $	Amount
1.	_____	WORLD BANK	48.00	$_____
2.	_____	NOBEL PEACE PRIZE 1988	48.00	$_____
3.	_____	WORLD WEATHER WATCH	48.00	$_____
4.	_____	UNITED NATIONS OFFICE AT VIENNA - 10TH ANNIVERSARY	48.00	$_____
5.	_____	FLAG SERIES	48.00	$_____
6.	_____	HUMAN RIGHTS	48.00	$_____
	_____	T O T A L		$_____

Orders must reach the Medals Unit, United Nations Postal Administration, NO LATER THAN 28 SEPTEMBER 1990.

Please make cheques or money orders payable to "The United Nations". ALL PAYMENTS MUST BE IN UNITED STATES DOLLARS.

Please do not send cash through the messenger service.

MEDALS UNIT - UNITED NATIONS POSTAL ADMINISTRATION

Received from:_____ By:_____
Quantity of medals ordered:_____ (UNPA representative)
Total amount paid:_____
Date of order:_____

Headquarters staff, please note: This receipt must be presented when taking possession of your 1989 United Nations Peace Medal orders.

/...

WORLD BANK

UNITED NATIONS · NATIONS UNIES · ОБЪЕДИНЕННЫЕ НАЦИИ

UNITED NATIONS · NATIONS UNIES · ОБЪЕДИНЕННЫЕ НАЦИИ

WORLD
WEATHER
WATCH

UNITED NATIONS · NATIONS UNIES · ОБЪЕДИНЕННЫЕ НАЦИИ

UNITED NATIONS · NATIONS UNIES · ОБЪЕДИНЕННЫЕ НАЦИИ

UNITED NATIONS
FLAG SERIES

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Secretariat

ST/IC/1990/62
29 August 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS*

1. From Tuesday, 18 September 1990, until the last day of the forty-fifth session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-fifth session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

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* Personnel Manual index No. 1230.

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Secretariat

ST/IC/1990/63
30 August 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE ALLOWANCE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS*

1. The purpose of the present circular is to inform the staff of the decision taken by the Secretary-General, on the recommendation of the Joint Advisory Committee at Headquarters, to extend eligibility for payment of the language allowance established under staff rule 103.6 to staff in the Trades and Crafts category at Headquarters. The effective date of the decision is 1 September 1990.

2. In accordance with staff rule 103.6 and appendix B (Headquarters) to the Staff Rules, the language allowance is payable for up to two additional official languages, in the amounts of $1,008.00 net per year for the first additional language and $504.00 net per year for the second additional language.

3. In accordance with staff rule 103.6 and established policy, the eligibility requirements are as follows. Staff members must be proficient in two official languages and must pass the language proficiency examination in one of them to receive the allowance for one additional language. To receive the allowance for a second additional language, staff members must be proficient in three official languages and must pass the proficiency examination in two of those languages. Staff members whose mother tongue is not one of the official languages must pass the examination in an official language other than the one in which they are required to be proficient by the terms of their appointment. In the case of staff members whose mother tongue is an official language, the proficiency examination in that language will be waived and the staff member will be required to pass the examination in another official language, which may be the one in which he or she is required to be proficient by the terms of his or her appointment.

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* Personnel Manual index No. 3145.

4. Staff members in the Trades and Crafts categories who, on 1 September 1990, meet the requirements set out in paragraph 3 above, having previously passed the required proficiency examinations, will be paid the language allowance for one or two language allowances, as appropriate, as from 1 September 1990. Staff members in the Trades and Crafts category who on 1 September 1990 do not meet the requirements set out in paragraph 3 above but who subsequently pass the required language proficiency examinations will be eligible for the appropriate language allowance as from the date on which they meet all requirements. It should be noted that language proficiency examinations are normally held twice a year and that the next examination is scheduled for 29 and 30 January 1991.

5. An appropriate amendment will be made in due course to the salary scale for the Trades and Crafts category in appendix B to the 100 series of Staff Rules.

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Secretariat

ST/IC/1990/64
5 September 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-FIFTH SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present circular is to inform staff members of the arrangements that will be in effect at Headquarters during the forty-fifth session of the General Assembly for admission to premises, traffic, deliveries, catering facilities and commercial operations.

Admission to the Headquarters buildings and access to restricted areas

2. Staff will be admitted to the United Nations premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

3. The second floor of both the General Assembly and the Conference Buildings will be reserved for the use of members of delegations, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer of the Department of Public Information onto the second floor restricted areas. In order to gain access to the second floor, including the North Lounge and the

General Assembly, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass. Bearer passes will be issued under arrangements made through departmental executive offices. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

4. The South Lounge on the second floor of the Conference Building (but not the adjoining Security Council Lounge) is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements which require that persons without a United Nations identification pass who wish to gain access to the premises on business must enter through the 46th Street gate (visitors' entrance) and then pass through the security screening area prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the Security Clearance Officer will issue the appropriate pass after obtaining a piece of personal identification from the visitor. The personal identification will be returned to the visitor upon departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business matters. They will be held responsible for their visitors, whom they will receive and escort back to the public area in the General Assembly Lobby. Staff members will NOT bring visitors into the premises through the Secretariat entrance but only through the 46th Street gate. Guests of staff members will not be permitted in the restricted areas.

6. Further, it may be necessary during peak periods to limit participation in club and recreation group activities on the premises to staff members and others holding valid identification passes. The Ex-Press Bar will not be used for parties during the session of the General Assembly. Whenever possible, the Buildings and Commercial Services Division will endeavour to find alternative arrangements. Members of the staff are encouraged to hold retirement and other office parties in their respective offices.

7. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification passes. On certain days, special arrangements may be in effect. It may also be necessary from time to time to suspend public tours in the building.

Traffic in the Secretariat Circle

8. Owing to the volume of traffic, staff members are requested not to join car pools in the Secretariat Circle but to do so in the garage. Staff members who normally arrange to have family or friends meet them in the Secretariat Building to join a car pool from the United Nations garage must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

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Parking

9. Parking in the garage will be limited to regular garage users who are in possession of valid parking authorizations. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to Security Officers at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid permit, sticker, ticket or other symbol of parking entitlement are liable to be towed off the premises for security/safety reasons. Car pools with non-staff members will be required to discharge those passengers before entering the service drive.

10. Only delegation vehicles for which permission has been granted to park on the first garage level and southern end of the second level will be permitted to use the ramp between the first and second garage levels. All other vehicles will be required to enter/exit the garage via the 48th Street entrance and to avoid the use of the Secretariat Circle.

11. The 42nd Street service entrance will be open for two-way traffic between 8 a.m. and 7 p.m., Monday through Friday.

Delivery and pick-up of packages

12. Current procedures require that as a rule, official deliveries be made only at the loading platforms in the third basement. External messengers making deliveries of small official packages to the Secretariat will be required to enter through the visitors' entrance in the General Assembly Building and pass through the screening area, where packages will be examined and cleared by Security Officers. Messengers will then be directed to the reception desk, where the information assistant will contact the office of destination and request that a staff member come to accept delivery of the package. Under no circumstances will external messengers be permitted beyond the reception desk area to make deliveries or pick-ups. If the office of destination is unable to dispatch a staff member to accept delivery and the recipient's signature is not required, the external messenger will deposit the delivery in a locked drop box in the public lobby. United Nations messengers will retrieve items from this box periodically during the day and make deliveries to the recipient office. Under no circumstances may packages exceed 35 pounds or 15.9 kilograms. If delivery by an external messenger requires a signature, it will be necessary for the recipient or a colleague to come to the public lobby to sign for and claim the delivery. No package other than an official package should be delivered to the Secretariat.

13. Briefcases, packages and shopping bags carried by staff members and visitors are subject to inspection by Security Officers. On occasion, it may also be necessary to inspect vehicles. Administrative instruction ST/AI/309/Rev.1 dated 17 February 1984 outlines the authority of United Nations Security Officers in this regard.

Dining room, other catering facilities and commercial operations

14. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are

encouraged to make their reservations (ext. 3.7625) for an early (11.30 a.m.-12 noon) or late (2 p.m.) sitting, since the demand at 1 p.m. is usually heavy.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded between 12.45 and 1.45 p.m. It is strongly recommended that they eat in the cafeteria at an early (11.45 a.m.-12.45 p.m.) or late (1.45-2.45 p.m.) sitting. Alternatively, they should use other luncheon facilities in the following areas: Staff Cafe on the fourth floor, UNCA Club on the third floor, Vendery on the third floor of the General Assembly Building, Coffee Shop in the first basement of the General Assembly Building (visitors' area) and the cafeteria on the third floor of the UNDC-1 building.

16. The following hours of operation will be in effect during the forty-fifth session of the General Assembly:

18 September to 31 December 1990

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9.a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10.30 a.m.-2.30 p.m.

Staff Cafe (Conference Building - fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday-Friday	10 a.m.-7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-4.30 p.m.

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Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-4 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

UNDC-3 Cafeteria (UNICEF House - first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	10 a.m.-5.30 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile Service Station (South service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/65
19 September 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, PARKING, AND CATERING FACILITIES DURING THE WORLD SUMMIT FOR CHILDREN, 29 AND 30 SEPTEMBER 1990

1. The purpose of this circular is to inform staff of the special arrangements that will be in effect at Headquarters regarding admission into the United Nations premises, parking and catering facilities during the World Summit for Children scheduled for Saturday and Sunday, 29-30 September 1990.

Closure of the United Nations buildings and of First Avenue to the public

2. On the occasion of the World Summit for Children, a large number of heads of State and Government are expected to visit the United Nations. For security considerations, the United Nations buildings will be closed to the public. In addition, the section of First Avenue in front of the United Nations and some streets leading to the United Nations could be closed to traffic by the local authorities. Arrangements have been made with police authorities to permit only those pedestrians (members of delegations, essential staff and other personnel) who present their grounds pass along with a World Summit for Children access pass, to cross either at 42nd, 44th or 45th Street. United Nations Security Officers will be posted at those three checkpoints to assist the police in identifying staff and other personnel connected with the United Nations and the World Summit for Children.

Access to Headquarters buildings and UNICEF House

3. Staff members will be admitted to the United Nations premises, including UNICEF House, only upon presentation of a valid United Nations Headquarters identification (grounds) pass and a World Summit for Children access pass. Those who are required to work during the World Summit for Children will be advised by their Executive/Administrative Officer, who will arrange for the special Summit

access pass to be issued by the Pass and Identification Unit, Security and Safety Service. To the extent possible, Executive and Administrative Officers should limit authorization for access passes only to those staff members and personnel connected with essential work for the General Assembly, Security Council and the World Summit for Children. Other staff members should refrain from working in the Headquarters premises during the weekend of 29 and 30 September 1990.

Parking

4. In view of limited access to the United Nations premises during the Summit, staff members are requested to use public transportation. The usual weekend parking facilities for staff members will be suspended. Parking in the garage will be reserved only for garage users in possession of valid parking permits along with a World Summit for Children access pass, and for delegation staff to whom permission has been granted. Parking will be allowed only in the first garage level for delegations and the third level for staff. Vehicular traffic will be required to enter/exit the garage via the 48th Street entrance.

Catering facilities

5. The following hours of operation for catering facilities will be in effect during the World Summit for Children:

29 and 30 September 1990

Cafeteria (Secretariat Building - first floor)

Saturday	8 a.m.-10 p.m.
Sunday	6 a.m.-10 p.m.

UNCA Club (Secretariat Building - third floor)

Saturday-Sunday	10 a.m.-10 p.m.

Staff Cafe (Conference Building - fourth floor)

Saturday-Sunday	12-2.30 p.m.

Vendery (General Assembly building - third floor)

Saturday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Saturday	10 a.m.-10 p.m.
Sunday	9 a.m.-5 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Saturday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Saturday	8.30 a.m.-4.30 p.m.
Sunday	8.30 a.m.-5 p.m.

Viennese Cafe (General Assembly Building - first basement)

Saturday	10 a.m.-12 midnight
Sunday	9 a.m.-10 p.m.

UNDC-3 Cafeteria (UNICEF House - first floor)

Saturday	8.30 a.m.-10 p.m.
Sunday	7.30 a.m.-4.30 p.m.

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Secretariat

ST/IC/1990/66
21 September 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. As indicated in paragraph 13 of information circular ST/IC/1990/48 of 12 July 1990, following the comprehensive survey of the best prevailing conditions of service for staff in the General Service and related categories at Headquarters conducted in 1989, the International Civil Service Commission (ICSC) recommended, and the Secretary-General approved, a revised procedure for effecting interim adjustments of the salary scales between comprehensive surveys. Under this procedure, the net salaries of staff in the General Service and related categories at Headquarters are adjusted by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1990 reflects a 5.9 per cent movement over the September 1989 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 5.9 per cent, with effect from 1 September 1990.

3. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $989 to $1,056 net per year, with effect from 1 September 1990. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scales (G-1, step I, and S-7, step IX).

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* Personnel Manual index No. 3120.

4. The amount of the language allowance at Headquarters is based on 5 per cent of the annual net salary at level G-4, step I. In accordance with the procedure approved by ICSC at its sixteenth session, an adjustment to this allowance takes place when there has been a movement of at least 15 per cent in the relevant net salary since the time the allowance was last revised. The amount of the language allowance applicable at Headquarters was last increased with effect from 1 December 1987. The revised General Service scale, effective 1 September 1990, reflects a 15.7 per cent increase over the 1 December 1987 scale. Consequently, the language allowance is revised with effect from 1 September 1990 to $1,164 for the first additional language and to $582 for the second additional language.

5. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of September 1990 payroll.

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Annex

I. SALARY SCALE FOR GENERAL SERVICE CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

	S T E P S									
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
7 (Gross)	42 635	44 453	46 280	48 155	50 030	51 905	53 780	55 655	57 530	59 405	61 280
(Net)	31 539	32 739	33 939	35 139	36 339	37 539	38 739	39 939	41 139	42 339	43 539
6	38 109	39 752	41 394	43 036	44 679	46 331	48 025	49 719	51 413	53 106	54 800
	28 552	29 636	30 720	31 804	32 888	33 972	35 056	36 140	37 224	38 308	39 392
5	34 099	35 543	36 987	38 444	39 932	41 420	42 908	44 395	45 883	47 414	48 948
	25 827	26 809	27 791	28 773	29 755	30 737	31 719	32 701	33 683	34 665	35 647
4	30 549	31 816	33 115	34 419	35 724	37 028	38 342	39 686	41 030	42 374	43 718
	23 384	24 271	25 158	26 045	26 932	27 819	28 706	29 593	30 480	31 367	32 254
3	27 357	28 509	29 660	30 811	31 963	33 147	34 332	35 518	36 703	37 888	39 106
	21 150	21 956	22 762	23 568	24 374	25 180	25 986	26 792	27 598	28 404	29 210
2	24 538	25 549	26 576	27 616	28 656	29 696	30 736	31 776	32 840	33 910*	
	19 147	19 875	20 603	21 331	22 059	22 787	23 515	24 243	24 971	25 699	
1	22 011	22 925	23 839	24 753	25 667	26 597	27 537	28 477	29 417*		
	17 328	17 986	18 644	19 302	19 960	20 618	21 276	21 934	22 592		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

Step XI at levels 3 through 7, step X at level 2 and step IX at level 1 are long-service steps. The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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II. SALARY SCALE FOR SECURITY SERVICE CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

					S	T	E	P	S				
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7 (Gross)	57 867	60 192	62 517	64 842	67 167	69 492	71 817	74 142	76 467*				
(Net)	41 355	42 843	44 331	45 819	47 307	48 795	50 283	51 771	53 259				
6	53 448	55 616	57 783	59 950	62 117	64 284	66 452	68 619	70 786*				
	38 527	39 914	41 301	42 688	44 075	45 462	46 849	48 236	49 623				
5	49 016	51 027	53 038	55 048	57 059	59 070	61 081	63 092	65 103*				
	35 690	36 977	38 264	39 551	40 838	42 125	43 412	44 699	45 986				
4	44 552	46 352	48 197	50 042	51 888	53 733	55 578	57 423	59 269*				
	32 804	33 985	35 166	36 347	37 528	38 709	39 890	41 071	42 252				
3	41 539	42 942	44 345	45 748	47 188	48 634	50 081	51 528	52 975	54 422	55 869*		
	30 816	31 742	32 668	33 594	34 520	35 446	36 372	37 298	38 224	39 150	40 076		
2	37 179	38 424	39 694	40 964	42 233	43 503	44 773	46 044	47 353	48 663	49 972	51 281	52 591*
	27 922	28 760	29 598	30 436	31 274	32 112	32 950	33 788	34 626	35 464	36 302	37 140	37 978
1	32 918	34 021											
	25 024	25 774											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

Step IX at levels 4 through 7, step XI at level 3 and step XIII at level 2 are long-service steps. The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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III. SALARY SCALE FOR TRADES AND CRAFTS CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

	S	T	E	P	S		
Level	I	II	III	IV	V	VI	VII*
8 (Gross)	53 413	55 339	57 266	59 192	61 119	63 045	64 972
(Net)	38 504	39 737	40 970	42 203	43 436	44 669	45 902
7	49 947	51 763	53 578	55 394	57 209	59 025	60 841
	36 286	37 448	38 610	39 772	40 934	42 096	43 258
6	46 478	48 181	49 884	51 588	53 291	54 994	56 697
	34 066	35 156	36 246	37 336	38 426	39 516	40 606
5	43 102	44 647	46 198	47 792	49 386	50 980	52 573
	31 847	32 867	33 887	34 907	35 927	36 947	37 967
4	39 747	41 182	42 617	44 052	45 486	46 950	48 430
	29 633	30 580	31 527	32 474	33 421	34 368	35 315
3	36 434	37 724	39 044	40 373	41 702	43 030	44 359
	27 415	28 292	29 169	30 046	30 923	31 800	32 677
2	33 174	34 359	35 544	36 729	37 915	39 133	40 355
	25 198	26 004	26 810	27 616	28 422	29 228	30 034
1	29 964	31 016	32 069	33 151	34 234	35 316	36 399
	22 975	23 711	24 447	25 183	25 919	26 655	27 391

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

The qualifying criteria for in-grade increase to the long-service step are, as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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IV. SALARY SCALE FOR PUBLIC INFORMATION ASSISTANTS AND TOUR CO-ORDINATORS/SUPERVISORS AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Type of Post		S T E P S I	II	III	IV	V
Public information assistant I	(Gross)	29 769	31 096			
	(Net)	22 838	23 767			
Public information assistant II		32 563	34 056	35 549	37 041	38 550
Tour co-ordinator a/		24 783	25 798	26 813	27 828	28 843
Tour co-ordinator/supervisor b/		37 247	39 221	41 218	43 215	45 212
		27 968	29 286	30 604	31 922	33 240

a/ Includes new Tour Co-ordinators as of 1 July 1987.

b/ Includes Tour Co-ordinators on board as of 30 June 1987. Reserved to the Senior Tour Co-ordinator Supervisor as of 1 July 1987.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Reserve guides: They shall be paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

V. SALARY SCALE FOR LANGUAGE TEACHERS AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

	S	T	E	P	S					
Type of Post	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher (Gross)	44 485	46 281	48 125	49 969	51 813	53 656	55 500	57 344	59 188	61 031	62 875
(Net)	32 760	33 940	35 120	36 300	37 480	38 660	39 840	41 020	42 200	43 380	44 560

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.